



CITY OF HOUSTON

Job Posting

Applications accepted

ALL PERSONS INTERESTED

Job Classification

DIVISION MANAGER (EXECUTIVE LEVEL)

Posting Number

PN# 110278

Department

Health & Human Services

Division

Office of Surveillance & PH Preparedness

Section

PH Preparedness

Reporting Location

8000 N. Stadium Dr., 8th Floor

Workdays & Hours

M - F, 8 a.m. - 5 p.m.*

*Subject to change

DESCRIPTION OF DUTIES

Directs the management, coordination, implementation, administration and operations of various systems, plans and projects.

CORE FUNCTIONS

- Under the supervision of the Assistant Director for Surveillance and Public Health Preparedness, the incumbent plays a lead role in developing and coordinating implementation of an all-hazards approach to public health emergency preparedness planning and response activities for Houston Department of Health and Human Services. This includes coordinating and facilitating HDHHS-wide preparedness and response activities for naturally-occurring and intentional/bioterrorism events, including the public health response to weather-related emergencies, disease outbreaks, bioterrorism attacks, chemical and radiological events.
- The incumbent will need to exercise sound judgment and demonstrable initiative. Under the general guidance of the Assistant Director for Surveillance and Public Health Preparedness, this position has a significant independence and discretion to carry out program objectives within HDHHS policies and applicable laws and regulations.

WORKING CONDITIONS

The position is physically comfortable; the individual has discretion about walking, standing, etc. Position requires periodic overnight travel, overtime during emergencies/disasters, and being on-call 24 hours a day. **PHYSICAL REQUIREMENTS:** (if any) May require long hours during stressful emergency situations.

MINIMUM EDUCATIONAL REQUIREMENTS

Requires a Bachelor's degree in Business Administration, Accounting, Engineering or a closely related field.

MINIMUM EXPERIENCE REQUIREMENTS

Seven (7) years of progressive professional experience closely related to the activities of the division are required, with at least three (3) of the years in a supervisory capacity. A Master's degree in Business Administration, Public Administration or a field closely related to the activities of the division may be substituted for two (2) years of experience. Directly related professional experience may be substituted for the education requirement on a year-for-year basis.

MINIMUM LICENSE REQUIREMENTS

A valid Texas Driver's License and compliance with the City of Houston's policy on driving (AP2-2).

PREFERENCES

- Position requires thorough knowledge of practices and procedures for planning and responding to a variety of emergency situations.
- Applicant has considerable knowledge of local, state and federal laws, regulations, and guidelines that apply to all-hazards emergency operations.
- A keen ability to rapidly adapt and adjust to changing conditions, new information, and new developments. Promotes confidence, leads by example, and enhances team efforts. The ability to direct and organize the activities of employees.

SELECTION/SKILLS TESTS REQUIRED

None

SAFETY IMPACT POSITION

☒ Yes ☐ No

This position is subject to random drug testing and if candidate is promoted into this position, he/she must pass an assigned drug test.

SALARY INFORMATION

GRANT FUNDED POSITION

Grant positions are dependent upon continued available funds. If funding is no longer available, employee may be laid off or transferred. Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range is:

Salary Range - Pay Grade 29

\$1,885 - \$3,629 Biweekly \$49,010 - \$94,354 Annually

OPENING DATE

May 3, 2006

CLOSING DATE

May 9, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (713) 794-9142. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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